



## Notice of Intent to Vacate

I, \_\_\_\_\_, hereby serve notice of my intent to vacate my unit located at: \_\_\_\_\_.

I fully understand that I must provide my landlord with the proper notice as indicated in my lease, along with providing at least 30 days to the Lee's Summit Housing Authority before a voucher and moving packet will be issued. I further understand that it is my responsibility to remain current on rent and utilities and failing to do so could prevent my ability to move and or jeopardize my assistance. I will be vacating my unit on \_\_\_\_\_.

\_\_\_\_\_  
Signature of Head of Household

\_\_\_\_\_  
Date

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### ***For Landlord to Complete:***

I acknowledge that my tenant, listed above, has given proper notification of intent to vacate. I understand that my client is (check one of the following):

\_\_\_\_ Vacating the unit at the end of lease term

\_\_\_\_ Breaking lease as of: \_\_\_\_\_

I agree that my tenant is currently in good standing and owes no outstanding rent or utilities. I understand that it is my responsibility to enforce my lease if there is any breach of this agreement/lease on behalf of the tenant. I further understand that all HAP payments will cease as of aforementioned vacate date. The Housing Authority of Lee's Summit is not responsible for any future damages or monies owed.

\_\_\_\_\_  
Landlord Signature

\_\_\_\_\_  
Date

Lee's Summit Housing Authority  
111 SE Grand Avenue, Lee's Summit, MO 64063  
Telephone: (816) 524-1100 FAX (816) 524-1878